

Commissioners
Marisel A. Hernandez, *Chairwoman*
William J. Kresse, *Commissioner/Secretary*
Jonathan T. Swain, *Commissioner*
Lance Gough, *Executive Director*



Board of Election Commissioners

**Board of Election Commissioners for the City of Chicago
Minutes of the Regular Board Meeting
December 26, 2017**

69 West Washington Street, 8th Floor Conference Room, Chicago, Illinois 60602

Board Members:

Marisel A. Hernandez, Chairwoman
William J. Kresse, Commissioner/Secretary
Jonathan T. Swain, Commissioner

Staff:

Lance Gough, Executive Director
Adam W. Lasker, General Counsel
Charles Holiday, Assistant Executive
James P. Allen, Communications Director
Bill Perez, Coordinator Hispanic Outreach
Delores Vega, Purchasing Department
Geneva Morris, Videographer
Trish Sheehy

Guests:

Helene Gabelnick, League of Women Voters of Chicago
Susan Garza
Ziff Sistrunk, Green Slate
William Calloway
Felicia Bullock

- I. Call to Order: The Chairwoman called the meeting to order at 9:12 a.m.
- II. Roll Call: All members were present.
- III. Consideration of Agenda: The agenda was accepted as presented

IV. Approval of Minutes:

- A. Minutes of the Regular Board Meeting of November 14, 2017

Commissioner Swain moved to approve the Minutes of the Regular Board Meeting of November 14, 2017. Commissioner Kresse seconded the motion and the Minutes were approved by unanimous vote of the Board.

V. Executive Director's Report

- Mr. Gough has been working with the Council of States Governments on the Federal Voter Assistance Program to help military and overseas voters. There will soon be new procedures to streamline military and overseas voting. There are

approximately 1.5 Million Armed Service people who use overseas voting. [Mr. Gough provided the Board members with copies of the report.]

- Reviewing the ballot(s) for the upcoming election, it looks like there will be an estimated 391 ballot styles (391 Democratic and 391 Republican). This number is a little high, but that's due to referenda.
- The office is working on Early Voting sites. We have had to change about 4 Early Voting sites to new locations. This will require notice to all voters. Also, we will not have 15 West Washington site (the former Walgreen's space) that we used for Early Voting in 2016 that worked so well. There is space at 16 W. Adams that we may be able use instead (another vacant Walgreens location).
- The Board offices are very busy, working 7 days a week. We've scheduled weekly managers meetings up through to the election
- Commissioner Swain asked about the status of discussions with regards to voting at Cook County Jail and returning citizens' voting. Mr. Gough replied that we have had some meetings and have another meeting scheduled for January 4th with the Sheriff's Office and several other groups, and we hope to come up with a plan. Operation PUSH has gone to the Jail, as was reported in the media, and they registered a lot of pretrial detainees.
- Mr. Gough has been speaking with the Department of Justice about polling place accessibility and those negotiations are going very well. Hopefully we will be meeting with different agencies where we house our polling places to see if we can get them all 100% accessible. All Early Voting sites are accessible.

A. Assistant Executive Director (Charles Holiday)

Mr. Holiday reported:

- That since our last meeting we have started 15 Records Exams, we had 3 withdrawals, 2 final [records exam] reports have been printed and there are 4 Records Exams waiting to be reviewed by our forensic handwriting examiner.
- The second notice canvass mailing was sent out and we have 56,000 notices that were returned. We are currently going through those notices and where those notices can be used to change addresses or cancel the voters for moving out of the City – the Registration Department is working on doing so. The Chairwoman asked approximately how long that would take. Mr. Holiday responded that it should take only a couple of weeks. It's a fairly simple process once the notices are in house. We have some staff working on this project, while the rest of the staff is working on records exams.

B. Communications Director (Jim Allen)

Mr. Allen reported:

- Online vote by mail system went live last week,

- We're starting to take delivery on forms including the Vote by Mail applications. Campaigns are asking for those.
- We have materials ready for voting at 17. Voter registration outreach to all high schools is underway. This year Mikva Challenge is going to help us identify many of the Civics instructors and/or leaders at each high school so that we can get them the materials to help as many 17 year olds who will be 18 by November 6th to register and ready to vote,
- We are preparing a pre-election mailing for voters to address some of the things that Mr. Gough also referenced with changes in Early Voting sites and Polling Places.

VI. Old Business

- A. Infrastructure Projects and Changes in Election Administration: Mr. Gough stated that there is nothing new to report, we are still reviewing new voting equipment.
- B. Electronic Poll Books: Mr. Gough stated that Mr. Holiday had reported on the last test that we had, it went very well.
- C. Voting Equipment: We're still in the process of evaluating.
- D. Legislation – nothing to report at this time.

VII. New Business

- A. 2018 Calendar of Board Meetings. All Regular Board Meetings of the Chicago Board of Elections are scheduled to begin at 9:30 a.m. on the second and fourth Tuesdays of each month except for the month of December, but schedule is subject to change. The motion to approve the 2018 calendar was made by Commissioner Kresse, seconded by Commissioner Swain and approved by unanimous vote of the Board.
- B. Approval of Contract for Forensic Document Examiner Consultant (Handwriting Expert) between the Chicago Board of Elections and Ellen Mulcrone Schuetzner with a term of December 18, 2017 – February 28, 2019 at a rate of \$300/hr not to exceed \$45,000 over the length of the term. Commissioner Kresse made a motion to approve the contract, Commissioner Swain seconded the motion and the contract was approved by 3:0 vote of the Board.
- C. Approval of Contracts for Cartage of Election Equipment, Geographical Areas & Miscellaneous Runs for the 2018 Elections in the City of Chicago:
Mr. Gough clarified that the City, for cartage purposes, is divided in to 4 geographic areas (GA) and 1 miscellaneous area, and that a cartage company may receive more than 1 agreement if selected for more than one GA or a GA and the

miscellaneous area. The cartage is of equipment, big blue boxes, to all 2,069 precincts.

The Chairwoman pointed out that it was a long bid process and after a thorough evaluation by our Purchasing Manager, she has provided the Board with all the contracts and bids. Each contract is awarded to the lowest qualified bidder per geographic area.

1. Contract between the Chicago Board of Elections and Midwest Moving for Geographic Area (GA) A. A motion to award a contract to Midwest Moving in an amount not to exceed \$300,000 for the cartage of election equipment for the 2018 Primary and General Elections under the terms stated in the invitation for bid (IFB) for Geographical Area A was made by Commissioner Kresse, seconded by Commissioner Swain and approved by unanimous vote of the Board.

2. A motion to award a contract to Big O Movers, in the amount not to exceed \$300,000 for the cartage of election equipment for the 2018 Primary and General Elections under the terms stated in the invitation for bids for Geographic Area (GA) B was made by Commissioner Swain and seconded by Commissioner Kresse. The motion was approved by a 3:0 vote of the Board,

3. A motion to award a contract to Big O Movers in an amount not to exceed \$300,000 for the cartage of election equipment for the 2018 Primary and General Elections under the terms stated in the invitation for bids for Geographical Area C was made by Commissioner Kresse and seconded by Commissioner Swain the Board approved the agreement by unanimous vote.

4. A motion to award a contract to Midway Movers, Inc. in an amount not to exceed \$300,000 for the cartage of election equipment for the 2018 Primary and General Elections under the terms stated in the invitation for bids for Geographical Area D was made by Commissioner Swain, seconded by Commissioner Kresse and approved by 3:0 vote of the Board.

5. Commissioner Kresse moved to award a contract to Midwest Movers in an amount not to exceed \$300,000 for the cartage of election equipment for the 2018 Primary and General Elections under the terms stated in the invitation for bids or Geographical Area Miscellaneous –Citywide, Commissioner Swain seconded, the motion was approved by unanimous vote of the Board.

D. Approval of Contracts for Printing of Forms, Envelopes, Signs and Handbook, 2018 Primary Election. A solicitation for bids for these items was sent out and as a result of the solicitation the lowest qualified bidder per category is as follows:

1. A motion to approve a contract with JJ Collins for the printing of forms for the 2018 Primary Election in the amount of \$81,460 was made by Commissioner Swain, seconded by Commissioner Kresse and approved by 3:0 vote of the Board.

2. The Board voted unanimously to approve the motion to award a contract to Palmer Printing for the printing of envelopes for the 2018 Primary Election in the amount of 103,593.50. The motion was made by Commissioner Kresse and seconded by Commissioner Swain.
 3. A motion to approve a contract with Cardinal Color Group for the printing of signs for the 2018 Primary Election in the amount of \$11,176.50 was made by Commissioner Swain, seconded by Commissioner Kresse and approved by unanimous vote of the Board.
 4. Commissioner Kresse made a motion to approve a contract with Lake County Press for the printing of handbooks for the 2018 Primary Election in the amount of \$49,962.50. Commissioner Swain seconded the motion and the Board approved the motion by a 3:0 vote.
- E. Approval of Emergency Contract for Temporary Staffing Services, Warehouse and Housekeeping Services for the 2018 elections between the Chicago Board of Election and A-PRO EXECS, LLC in an amount not to exceed \$300,000 for the term of December 26, 2017 through December 31, 2018. This item had been previously discussed. Commissioner Kresse made a motion to approve the emergency contract as stated, Commissioner Swain seconded the motion and the motion was approved by the unanimous Board.
- F. Approval of contracts between the Board and election judge trainers for the 2018 primary and general elections, the vote on these agreements were made in groups:
1. Commissioner Swain made a motion to enter into Professional Service Agreements with Joan Agnew, Luis Martinez, Ed Mazur of The Mazur Group and Timothy Thomas for the purpose of training Judges of Election for the 2018 Primary and General Elections with contracts terms of January 1, 2018 through December 31, 2018 at the rate of \$65/hour not to exceed \$25,000 per contract. Commissioner Kresse seconded the motion and the Board voted unanimously and the motion passed and the contracts were approved.
 2. Commissioner Kresse moved to approve Professional Service Agreements with Carmen Triche-Colvin, Susan Garza and Michael Murphy for the purpose of training Judges of Election for the 2018 Primary and General Election with contract terms of January 1, 2018 through December 31, 2018 at the rate of \$50/hour not to exceed \$25,000 per contract. Commissioner Swain seconded the motion. The motion was passed and the contracts were approved by a 3:0 vote of the Board.

3. Commissioner Kresse moved to approve Professional Service Agreement with Colin Loftin for the purpose of training Election Coordinators for the 2018 Primary and General Election with a contract term of January 1, 2018 through December 31, 2018 at the rate of \$55/hour not to exceed a total of \$55,000 over the term of the contract. Commissioner Swain seconded the motion. The motion was passed and the contract was approved by unanimous vote of the Board.
- G. Approval of contract with Lake County Press for the printing of ballots. The awarding of this agreement is based on Lake County Press' ability to print the ballot on the special stock paper required and because Lake County Press is certified by the company that supplies our voting equipment. This contract is only for the Primary, as we may have some new equipment for November that may require different printing specifications. Lake County Press is the only company certified in the State of Illinois for printing the ballots required.
- The contract was presented with both Primary and General Election printing, but should have been only for the Primary. The Board agreed to approve the printing for the 2018 Primary only, and if need be would amend and approve for the General election at a future date.
- A motion to approve a contract with Lake County Press for ballot printing services for the 2018 Primary in the estimated amount of \$933,260 was made by Commissioner Kresse, Commissioner Swain asked to amend the motion to define the term of the agreement. Commissioner Kresse amended the motion to set the term of the agreement through April 30, 2018. Commissioner Swain seconded the amended motion and the motion carried by a 3:0 vote of the Board
- VIII. Legal Report: none
- IX. Financial Report
- A. Balance Sheet and Voucher Listings for the City of Chicago – 2017 Appropriation – 17-11 dated December 26, 2017 in the amount of \$289,995.18. Commissioner Kresse moved to approve the report, Commissioner Swain seconded the motion and the motion was approved by unanimous vote of the Board.
- B. Balance Sheet and Voucher Listings for the County of Cook – 2017 Appropriation – 17-06 dated December 26, 2017 in the amount of \$13,485.00. Commissioner Swain moved to approve the report, Commissioner Kresse seconded the motion and the motion was approved by unanimous vote of the Board.

X. Public Comment

Ziff Sistrunk of Green Slate commented on the subject of the process to get on the ballot. Mr. Sistrunk also stated that he was appalled at the spending that he witnessed at this meeting. He further asserted that the 1964 Voting Rights Act is being violated on the 6th floor.

XI. Executive Session - none

XII. Adjournment. Commissioner Kresse moved to adjourn to the next Regular Meeting, Commissioner Swain seconded the motion and the meeting was adjourned at 9:43 a.m.